

EMBEDDING DATA

FOCUS provides an option called EMBEDDING that allows values to be retrieved in headings. This allows you to retrieve actual values for a field and place them in a heading, footing, subhead or subfoot.

If embedded data is used in a heading, it will retrieve the first value it finds for the fieldname. If used in a footing, it will retrieve the last value it finds for a fieldname.

Example 1:

Embedding a pay period into a heading.

```
TABLE FILE CSPMTS
HEADING CENTER
"TOTAL OVERTIME"
"FOR THE <PAYPD PAY PERIOD </1"
```

```
WHERE PAYPD IS '200303'
```

PAGE 1	TOTAL OVERTIME FOR THE 2003/03 PAY PERIOD
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The less-than sign symbol < embeds the selected PAYPD value 2003/03 into the heading. This method eliminates the need to change information in both the WHERE phrase and the heading when editing reports on a monthly basis.

Example 2:

Embedding agency and unit numbers into a heading.

```
TABLE FILE CSEMP
HEADING
"AGENCY <AGENCY UNIT <UNIT"
```

```
BY AGENCY NOPRINT
BY UNIT NOPRINT PAGE-BREAK
```

PAGE 1	AGENCY 210 UNIT 100
PAGE 2	AGENCY 210 UNIT 300

Note:

There will be no columns produced from either BY phrases due to the NOPRINT command. Instead, every time the unit number changes, the report will page break and display the agency number, and a new unit number, in the heading. If the PAGE-BREAK command is not included, the first unit number for an agency will embed in the heading and override any other unit numbers for that agency. Embedding the agency and unit in headings is helpful when you have a lot of information across the page and need to reduce columns to save space. The PAGE-BREAK command is useful when you need to disperse information to various individuals. Use the command REPAGE after PAGE-BREAK to reset the page number to one at each break.

MIRS can be used to create memos. Following is a sample picture of a report and the FOCUS commands used to create it.

REPORT OUTPUT:

DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA
YOUNTVILLE CALIFORNIA

NOVEMBER 6, 1996

TO: DOE, JOHN
REGISTERED NURSE
573-200-8165-002

SUBJECT: HOLIDAY CREDIT

EMPLOYEES IN BARGAINING UNITS 1, 7, 17, 19 AND 20 SHOULD NOT BE
EARNING HOLIDAY CREDIT. ALL TIME CREDITED AS HOLIDAY SHOULD HAVE
BEEN POSTED TO CTO.

IN ACCORDANCE WITH CONTRACTS, ALL HOLIDAY CREDIT BALANCES WILL BE
CONVERTED TO CTO BALANCES. WHEN THE CONVERSION IS COMPLETE WE
WILL AUDIT CTO BALANCES AND THE CTO BALANCES IN EXCESS OF 240 HOURS
WILL BE PAID DOWN TO THE 240 FLSA CAP.

IT IS ANTICIPATED THAT THIS CONVERSION WILL TAKE PLACE THE FIRST PART
OF NOVEMBER. THESE CHECKS WILL BE DISTRIBUTED IN THE SAME MANNER AS
MASTER PAYROLL AND OVERTIME CHECKS.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR PERSONNEL SPECIALIST.

FOCUS COMMANDS

TABLE FILE CSEMP
HEADING

" DEPARTMENT OF VETERANS AFFAIRS"
" VETERANS HOME OF CALIFORNIA"
" YOUNTVILLE CALIFORNIA</3"

"NOVEMBER 6, 1996</1"

"TO: <FULL_NAME "

" <CLTTL "

" <PSNO "

BY PSNO NOPRINT

BY SSN NOPRINT PAGE-BREAK

WHERE STATCD IS-NOT 'PERM SEP'

WHERE AGY IS '573'

WHERE EMPCBID IS 'R01' OR 'R07' OR 'R17' OR 'R19' OR 'R20'

ON TABLE SET PAGE-NUM OFF

FOOTING

"SUBJECT: HOLIDAY CREDIT </1"

"EMPLOYEES IN BARGAINING UNITS 1, 7, 17, 19 AND 20 SHOULD NOT BE"

"EARNING HOLIDAY CREDIT. ALL TIME CREDITED AS HOLIDAY SHOULD HAVE"

"BEEN POSTED TO CTO.</1"

"IN ACCORDANCE WITH CONTRACTS, ALL HOLIDAY CREDIT BALANCES WILL BE"

"CONVERTED TO CTO BALANCES. WHEN THE CONVERSION IS COMPLETE WE"

"WILL AUDIT CTO BALANCES AND THE CTO BALANCES IN EXCESS OF 240 HOURS"

"WILL BE PAID DOWN TO THE 240 FLSA CAP.</1"

"IT IS ANTICIPATED THAT THIS CONVERSION WILL TAKE PLACE THE FIRST PART"

"OF NOVEMBER. THESE CHECKS WILL BE DISTRIBUTED IN THE SAME MANNER AS"

"MASTER PAYROLL AND OVERTIME CHECKS.</1"

"IF YOU HAVE QUESTIONS, PLEASE CONTACT YOUR PERSONNEL SPECIALIST."

END